

WHS05 Risk Management Procedure

Fitzroy Basin Association Incorporated (FBA) recognises that to ensure a safe workplace, risks must be identified, assessed and eliminated or controlled.

To achieve this there are a number of measures which will be implemented to manage all identified health and safety risks. These include:-

- Setting up a well documented system for identifying, reporting and responding to actual and potential hazards
- Implementing a risk management program that involves regular workplace inspections, safety audits, and development of safe work procedures
- Consulting with workers and their representatives, managers and outside experts, to identify potential hazards, classify the risk and implement necessary control measures to eliminate or minimise the risk
- Train all workers and managers on how to apply the risk management process

Risk Management is a process whereby hazards are identified in the workplace, the risks associated with of those hazards are assessed, and then control measures are implemented which will eliminate or minimise the risk of injury from the hazards which have been identified.

The Risk Management steps are:

Step 1: Identify Hazards

What is the problem in the workplace which may cause injury or ill health?

Step 2: Assess the risk

How serious is the problem?

Step 3: Eliminate or control the risk

What needs to be done to solve the problem?

Put these controls in place.

Step 4: Monitor and Review Hazard Controls

Are the controls effective in eliminating or reducing the risk?

Are changes necessary?

Steps in the Risk Management Procedure

Step 1: Hazard Identification

Hazards will be identified by the following methods:-

- Workplace inspections, safety audits of the work premises
- Consultation
- Incident Reporting and Investigation
- Use of Codes, Standards, Acts And Regulations

Hazards identified through incidents or general observation will be documented on the Hazard Report Form (Appendix A).

Hazards identified and controlled through other methods will be documented on the Risk Management Register form.

Step 2: Risk Assessment

Each hazard/hazardous situation will be assessed to identify the associated level of risk. Risk is the likelihood that death, injury or illness might result because of the hazard. To assess the risk, the likelihood and consequence of the incident occurring in the workplace needs to be considered.

The level of risk, or 'risk score', is determined by plotting consequence and likelihood estimates on the risk priority chart below.

Risk Priority Chart

LIKELIHOOD <i>How likely could it happen?</i>	CONSEQUENCES: How severely could it hurt someone?			
	EXTREME <i>Death, permanent disablement</i>	MAJOR <i>Serious bodily injury</i>	MODERATE <i>Casualty treatment</i>	MINOR <i>First aid only, no lost time</i>
VERY LIKELY <i>Could happen frequently</i>	1	2	3	4
LIKELY <i>Could happen occasionally</i>	2	3	4	5
UNLIKELY <i>Could happen, but rare</i>	3	4	5	6
VERY UNLIKELY <i>Could happen, probably never will</i>	4	5	6	7

This chart provides a means of ranking the risks only. The scores (1-7) in the risk priority chart indicate how important and the urgency of addressing the identified risk. The scores are classified as followed:


Score	Action
1,2 or 3	Do something about the risks immediately.
4 or 5	Do something about these risks as soon as possible
6 or 7	These risks may not need immediate attention.

Risk assessments will be reviewed when:

- An incident occurs.
- There are significant changes to workplace activities, services and products.
- There is evidence that the risk assessment is no longer valid.

Step 3: Risk Control

Where possible, elimination of the hazards is to be considered. Where elimination is not reasonably practicable, the risk will be controlled in accordance with the *hierarchy of hazard controls* (refer to below table).

Most effective control measure  Least effective control measure	Method	Examples of hazard controls
	Eliminate	Remove the hazard from the workplace or process so it is not used.
	Substitution	Use a Less hazardous substance, material or system of work
	Isolation	Enclose noisy or dangerous equipment
	Engineering Controls	Mechanical handling devices, machine guarding
	Administrative Controls	Training, safe work practices, safety signs
	Personal Protective Equipment	Safety glasses, ear plugs, safety boots

A combination of the above methods may be needed to reduce the risk to the lowest level.

Step 4: Evaluation and Review

Following implementation of control measures, there will be periodic reviews to ensure they are appropriate and effective. This will be achieved through regular workplace inspections, consultation with workers and review of incident investigations.

Relevant Legislation

- *How to Manage Work Health and Safety Risks – Code of Practice 2011*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

Source: Safe Work Australia

Appendix A: Hazard Report Form

Hazard Report Form

Office/Area:	Hazard Location:	Date:																																							
Reported By:	Reported To:																																								
Task/Activity:																																									
Machinery/Tool/Equipment/ Substance: (if applicable)																																									
List any hazard or potential risk to personnel, environment, equipment or property																																									
Hazard Identification	What is the Hazard? Example: Broken Machine Guard	Why is it a Hazard? What could have happened? Example: Could result in lacerated or amputated fingers / hands.																																							
What is the potential risk of the Hazard?																																									
Risk Assessment	Risk Assessment Steps: 1) CONSEQUENCES: How severely could the Hazard injure or cause illness 2) Likelihood: How likely is the consequence going to happen 3) FIND THE RISK PRIORITY NUMBER at the intersection of the selected consequence & probability. 4) Use the table below to determine the urgency and important of acting on the risk.		Risk Priority Chart (to determine Risk Priority)																																						
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What should be done to eliminate or control the risk?					
Risk Control	Proposed Solution/s (include both short & Long term solutions)	Who	When	Effective?	
				Initials	Date
Control Measure is appropriate: (immediate Manager) Y/N/?				Date:	
Control Measure is effective:(immediate Supervisor or Manager) Y/N/?				Date:	
If control measure is not appropriate or effective immediate Supervisor or Manager to provide further recommendations &/or actions				Date:	